



CITY OF HOUSTON

Job Posting

cd	Applications accepted from:	ALL PERSONS INTERESTED
	Job Classification	ASSISTANT DIRECTOR-P.W. (Exe-Level)
	Posting Number	PN# 102706
	Department	Public Works & Engineering Department
	Division	Public Utilities Division
	Section	Water Production Branch
	Reporting Location	611 Walker *
	Workdays & Hours	M - F, 8:00 a.m. – 5:00 p.m.*
*Subject to change		

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Manages and directs personnel, reviews operations and establishes objectives within the branch. Manages, directs, and monitors regional water system servicing over 2.7 million customers with an annual budget of \$50 million with 270 staff members. Will be responsible for utility operations including contract administration, capital projects, operations and maintenance activities of the portable water system. Manages and directs the compliance monitoring required under the Safe Drinking Water Act as well as ensuring compliance with all future regulatory requirements for drinking water. Directs training needs to staff members and provides opportunities necessary for professional development through internal mentoring, continuing education and/or certification programs. Directs and provides supervisory and overview capabilities as requested by senior management.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

A Bachelor's Degree in Civil Engineering or related engineering degree with the ability to obtain Texas Professional Engineer Registration within one year of hire.

MINIMUM EXPERIENCE REQUIREMENTS

More than ten (10) years of experience is required.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

PREFERENCES

Preference will be given to applicants with experience in managing similar size and type of utility.

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 34
\$3,612 - \$4,688 Biweekly - \$93,912 - \$121,888 Annually

OPENING DATE

January 26, 2005

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** Our TDD # (Telephone Device for the Deaf) is 713-837-9596.

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